

Legal Associate
DOA Office of Legal Counsel

Under the general supervision of DOA Legal Counsel, this is a support position involving administrative and coordinative responsibilities. This position provides program assistance in responding to open record requests under Wisconsin's Public Records Law. The position will also provide other program support to the Office of Legal Counsel.

In addition, the position will also provide program support assistance to the Assistant Deputy Secretary, including performing tasks specific to highly visible and complex issues. This position interacts with and coordinates between the Assistant Deputy Secretary, the Governor's Office, Department Secretaries, Division Administrators, legislative staff and the general public.

50% Goal A. Provide paraprofessional program support for record requests under Wisconsin's Public Records Law to DOA Legal Counsel

- A1. Assist in gathering and copying records responsive to records requests.
- A2. Review gathered records for confidential information pursuant to public records statutes and make recommendations regarding confidentiality to legal counsel.
- A3. Assist in drafting appropriate response to records requests for legal counsel signature.
- A4. Review and analyze documents
- A5. Log and index records

40% Goal B. Provide administrative support to the Assistant Deputy Secretary.

- B1. Prepare research on sensitive issues.
- B2. Draft responses to inquiries to the Assistant Deputy Secretary, from sources such as the Governor's Office, legislators and legislative staffers, or directly from constituents, by providing the requested information or by referring the inquiries to the proper source.
- B3. Monitor legislation potentially affecting the Department and alert Assistant Deputy Secretary and Division Administrators as appropriate.
- B4. Maintain appointment calendar for the Assistant Deputy Secretary.
- B5. Schedule meetings. Prepare and distribute materials for meetings including minutes, agendas and any other pertinent information.
- B6. Provide backup administrative support to the Executive Staff Assistants assigned to the Secretary and Deputy Secretary.
- B7. Prepare and process travel related documents and make travel arrangements for the Assistant Deputy Secretary.
- B8. Independently review documents needing Assistant Deputy Secretary approval for accuracy and completeness.

10% Goal C. Other duties as assigned.

Knowledge, Skills & Abilities:

- Knowledge of Wisconsin Public Records Law is preferred.
- Ability to maintain confidentiality in working with sensitive information and private communications.
- Ability to function independently and self-direct with little or no direct supervision.

- Ability to work productively and collaboratively with others.
- Commitment to excellence and effectiveness in interpersonal communication and customer service.
- Demonstrated ability to creatively solve problems.
- Ability to multi-task and change focus quickly while maintaining accuracy, efficiency and attention to detail.
- Ability to solicit, process, and absorb information quickly.
- Ability to effectively prioritize a large number of short-term and long-term tasks.
- Accurate and efficient organizational, record keeping and file maintenance skills.
- Ability to communicate effectively and concisely both verbally and in writing.
- Knowledge and experience with computer systems and programs including Microsoft Outlook, Word, PowerPoint and Excel